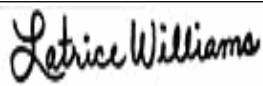


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 008		3. EFFECTIVE DATE 10/08/2014		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Region 6 US Environmental Protection Agency 1445 Ross Avenue Suite 1200 Dallas TX 75202-2733		CODE R6		7. ADMINISTERED BY (If other than Item 6) 		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TOEROEK ASSOCIATES, INC. 300 UNION BLVD. SUITE 520 LAKEWOOD CO 80228-1552				(x)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-011 EP-DTO6-00005			
CODE 825211824		FACILITY CODE		10B. DATED (SEE ITEM 13) 09/16/2010			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X		D. OTHER (Specify type of modification and authority) Clause G.2, Ordering--By Designated Ordering Officers					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 825211824 Enforcement Officer Support No. 1 This modification is hereby issued to request a cost estimate for the attached work plan assumptions for the period of performance of 4/12/14-4/11/15 (Contract Year 5 - Option 2). The estimate is due on 11/7/14. This modification does not change the task order ceiling. The task order ceiling remains \$70,000.00. TOPO: Will LaBombard LIST OF CHANGES: Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Latrice Williams			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16C. DATE SIGNED 10/08/2014		16B. SIGNATURE  ELECTRONIC SIGNATURE	

NAME OF OFFEROR OR CONTRACTOR
 TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification : Other Administrative Action Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/16/2010 to 04/11/2015				

TASK ORDER 05 ASSUMPTIONS

Contract EP-W-10-011

Option Year 2 (April 12, 2014 – April 11, 2015)

Task 1 – ADMINISTRATIVE SUPPORT

Under Task 1, Toeroek Associates, Inc. (Toeroek) will provide contract and task order administrative support for 12 months to include project planning, information and financial reporting and task order close-out. Toeroek will attend monthly progress report meetings or participate in monthly progress report conference calls with the EPA Project Officer (PO) and Contracting Officer (CO), respond to questions related to administrative issues, and attend ad hoc meetings as required to address potential performance issues, information requests, and special reporting needs. In accordance with the ESS IV Contract, Toeroek will prepare and provide technical and cost information to be included in the monthly progress report and invoice, prepare and distribute all contract required reports and ad hoc reports as requested by the PO and/or CO. Toeroek will provide task order close out support in accordance with the task order.

1.1 Project Planning and Support

- Toeroek Program Manager will attend monthly progress report meetings with the EPA Project Officer (PO) and Contracting Officer (CO).
- Toeroek will respond to questions by email or phone related to administrative issues, not applicable to Task Orders once a month.
- Toeroek will attend three ad hoc meetings as required to address such things as potential performance issues, information requests, and special ad hoc reporting needs.
- Toeroek will continue to obtain badges and computers for all onsite contractor personnel. Toeroek will also coordinate the installation and set up of computers with the EPA IT specialist if needed.

1.2 Information Control and Reporting

- Toeroek will prepare and track technical and cost information pertaining to the TO for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2 Reports of Work in the contract.
- Toeroek will prepare and distribute all contract-required reports in accordance with Attachment 2 to the ESS IV Contract, Reports of Work.
- Toeroek will prepare ad hoc reports as requested to assist the PO and CO in responding to contract information requests.
- Activity summaries of all work orders will be included in the monthly technical progress report.
- Up to two ad hoc reports may be requested per year.
- Each ad hoc report will be no longer than 2 pages.
- Workflow reports to ensure preservation and maintenance of audit trails of all records management functions will be included for each EO's TO.

1.3 Task Order Closeout

- Toeroek will support all phases of work related to TO closeout support. Toeroek assumes that the TO file consists of 20-50 pages. Toeroek will obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in the appropriate order for conversion to long-term data storage in conformance with direction provided by the CO. This task will be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to Toeroek.
- Toeroek will transfer files to the subsequent TO, index all documents and prepare images in accordance with Region 6 standards. Closed TO files will be submitted to EPA on CDROM (assumption is that it will take 2 CDs and the blank CDs are provided by EPA). Toeroek will prepare a TO Closeout Report in accordance with the contract requirements.

Potential Variances

- The size of files and number of inquiries and meetings may change. Toeroek will notify the PO and CO when it reaches 85% of the value of the TO.

Task 2 – Document Collection and Compilation

Under Task 2, Toeroek will support EPA with preparing various reports as needed by the EPA COTR. Toeroek will prepare reports and deliverables as specified in the TO.

- EPA COTR will need support under this Task for one medium site (i.e. San Mateo).
- From the EPA document titled Blanket Enforcement Officer SOW, Task 2 involves the following assumptions for a medium site:
 - For Title Searches

***Medium Site:** For estimating purposes, assume one (1) medium site consists of no less than thirty (30) parcels, for a period of no more than fifty (50) years. Other Direct Cost will be associated with local travel and copy charges.*

- For Regulatory History or Corporate Research

***Medium Site:** For estimating purposes, assume one (1) medium site is associated with ten (10) corporations over a period of fifty (50) years.*

- For Technical Searches

***Medium Site:** For estimating purposes, consider that five (5) facility processes occurred over a fifty (50) year period at a medium site.*

- For Information gathering and analysis

***Medium Site:** For estimating purposes, assume one medium site is associated with 50-500 generators.*

- Support will be provided for document collection and compilation for a medium site such as Title Search, Regulatory History, Corporate Research, Technical Search, or Information gathering and analysis with the parameters listed above.
- Approximately 350 miles of local travel will be needed to perform tasks such as a Title search.
- Approximately 3,000 copies will be made.
- Sufficient notice will be provided for time-critical deliverables. Shorter notice will potentially require authorization for overtime and/or double time for staff. Overtime costs shall not be included in this cost estimate.

Task 3 – Administrative, Legal and Negotiation Support

Under Task 3, Toeroek will support the Agency with administrative, legal and negotiation support as needed for the San Mateo site, which is described as “one medium site.”

- EPA will need support under this Task for the San Mateo site which is defined as a “medium, sized site.”
- In accordance with the Blanket SOW, Task 3 involves the following assumptions for a medium site:
 - For Mass Mailings

***Medium Site:** For estimating purposes, assume one (1) medium site is associated with fifty (50) generators.*
 - For Researching addresses

Medium Site: For estimating purposes, assume one (1) medium site requires research of seventy (70) PRP addresses

- For Appraisals or Surveys

Medium Site: For estimating purposes, assume one (1) medium is 15 lots or less- costs –
Note: hours for conducting appraisals or surveys have been included as labor

- For Negotiation Support

Medium Site: For estimating purposes, assume support will be required for two (2) meetings with 50 people in attendance; phone service will be needed for up to five (5) dial-in participants.

- For Conducting Interviews

Medium Site: For estimating purposes, for (1) medium site, assume ten (10) interviews will be conducted.

- Support will be provided for a medium site such as a mass mailing, researching addresses, obtaining an appraisal or Survey, providing negotiation support, or conducting interviews with the parameters listed above.
- Sufficient notice will be provided for time-critical deliverables. Shorter notice will potentially require authorization for overtime and/or double time for staff. Overtime costs are not included in this cost estimate.

Task 4 – Document Organization and Control/Records Management

Under Task 4, Toeroek will support EPA with records and document management practices needed to ensure timely retrieval of materials upon request. For the purpose of cost estimation, it is assumed that Toeroek will provide support for one medium records collection. Per the Blanket SOW the following assumption is relevant:

Medium Site: For estimating purposes, assume one (1) medium site's document holdings include fifty (50) boxes to be reviewed and fully processed. Assume no travel will be required under this task.

Under this task, Toeroek will perform the following functions:

- Inventory Maintenance
- Identification/Documentation
- Classification Support-Categorization
- Reconstitution/Reorganization/Document Boundary Definition
- Preparation for Digital Conversion
- Indexing via the Bulk Processing In-Filing form with Excel Index Formatted Template
- Support will be required for 50 boxes.
- No travel is required for this task.
- Per the metrics provided by EPA for a medium site, fifty boxes will be reviewed and fully processed.
- EPA will provide copies of all guidance, SOPs, etc. upon TO award.
- All boxes are assumed to be 1.5 cubic foot boxes.
- Each 1.5 cubic foot box contains approximately 2,500 pages.
- An average document is assumed to be 25 pages.
- Each 1.5 cubic foot box contains approximately 100 documents.
- Toeroek will review 25 boxes or 37.5 linear feet of records under this TO.
- Toeroek will fully process 25 boxes or 37.5 linear feet of records under this TO.
- No distinction is made between the page counts for paper versus electronic document processing.
- Approximately 350 miles of local travel will be needed to perform tasks.
- Approximately 3,000 copies will be made.

- Toeroek will perform 100% quality control check of the indexes provided by EPA staff as well as a physical check of the document preparation prior to transferring the files for scanning.
- EPA will provide workspace for contractor staff.
- Should it be necessary during peak workloads, Toeroek will have the flexibility to send documents to an outside vendor or to Digital Conversion for processing. The cost for an outside vendor is not included.
- EPA equipment will be repaired only by the EPA contractor as notified through the EPA Help Desk.
- IT support on contractor-owned equipment will be provided by Toeroek IT support staff.
- EPA will provide a color copier, fax machine, and a sufficient number of scanners in EFMC for Toeroek to meet document processing goals specified by EPA. Toeroek assumes oversized documents can be sent to a vendor for scanning (cost not included). Toeroek has included the cost of paper for the copiers, but assumes EPA will pay for maintenance and other supplies (toner, etc.). Toeroek will note in the monthly report if the scanners/copiers were not functional during the reporting period and this kept Toeroek from meeting throughput goals.
- Sufficient notice (preferably two weeks) will be provided for time-critical deliverables. Shorter notice will potentially require authorization for overtime and/or double time for staff. Overtime costs are not included in this cost estimate.
- Toeroek can only meet the throughput if EPA provides a sufficient number of pages for processing and provides them in time for Toeroek to process them within the month.
- Color and oversized scanning will require additional processing and possibly a third party vendor to accomplish.
- Page insertions will require additional processing.
- Volume and turnaround time may necessitate the use of a photocopying service.
- Color and oversized copying would necessitate the use of a photocopying service.

4.1 Preparation of Records not held within EFMC

- Records NOT under a litigation hold, or not slated for production within 18 months will be scanned under the Digital Conversion TO, TO 002.

4.1.1 Document Organization and Preparation for Scanning/Digital Conversion

- Toeroek will organize and prepare documents (doc_prep) record materials for scanning in accordance with the DCFDCSOPM.
- Target sheets will be used for oversized, color photographs and other non-standard documents until the non-standard document is processed elsewhere and the image inserted into the proper location.
- Target sheets may also be used to indicate document segregation.
- Documents will be prepped with the 9 million series numbers provided by Digital Conversion.
- Toeroek will prepare and process electronic/digital documents (ESI) for indexing and import into SDMS-CR following the processes outlined in the DCFDCSOPM electronic documents supplement.

4.1.2 Indexing

- Toeroek will index using the Batch Upload with Update Feature Utility per the DCFDCSOPM.
- Indexing will be required on 12-20 fields.

4.2 Preparation of Records to be held in EFMC

- Records and non-records under a litigation hold or slated for production within 18 months, digital conversion will occur under the EFMC TO, TO 004.

4.2.1 Notification

- Findings report shall be prepared documenting by site or source name, the location, quantity of materials, date report was prepared and the author.
- Findings report will be provided to the EO, included in the WRF and forwarded to the Toeroek EFMC project manager and EPA EFMC COTR.

4.2.2 Receipt into EFMC

- Preliminary EFMC Submittal Form will be prepared under this TO

4.2.3 Document Organization and Preparation for Scanning/Digital Conversion

- Toeroek will organize and prepare documents (doc_prep) record materials for scanning within EFMC in accordance with the DCFDCSOPM.
- Target sheets will be used for oversized, color photographs and other non-standard documents until the non-standard document is processed elsewhere and the image inserted into the proper location.
- Target sheets may also be used to indicate document segregation.
- Documents will be prepped with the 9 million series numbers provided by Digital Conversion.
- Toeroek will prepare and process electronic/digital documents (ESI) for indexing and import into SDMS-CR following the processes outlined in the DCFDCSOPM electronic documents supplement.

4.2.4 Indexing

- Toeroek will index using the Batch Upload with Update Feature Utility per the DCFDCSOPM.
- Indexing will be required on 12-20 fields.

4.3 Metadata Correspondence and Corrections

- Verification of SDMS-CR information, Enterprise/Versatile information and the physical site files correspond to one another

4.4 FOIA Responsive Document Support/Verification

- Documents responsive to FOIA may be tasked under this TO.
- New metadata extraction to be used as foundation for FOIA Denial Log.

4.5 Verification of Target Materials and Collection Building for Enforcement/Litigation External Production

- Toeroek staff will notify the EPA COTR of any issues arising from mis-categorization, incomplete processing into SDMS-CR, improper document boundary identification, other metadata discrepancies, previous external productions or withholdings, gaps in document sets or subsets, or whether materials are part of a collection.
- Once collections are built in SDMS-CR, metadata extraction will be provided to the EPA COTR for review.

Task 5 – Litigation Support

Under Task 5, Toeroek will support EPA with pre-litigation and litigation support upon EPA tasking as requested per the Blanket SOW provided to Toeroek.

- EPA has indicated that work would be performed for one medium site:

Medium Site: *For estimating purposes, assume one (1) medium site requires review of ten (10) document boxes.*

- Sufficient notice will be provided for time-critical deliverables. Shorter notice will potentially require authorization for overtime and/or double time for staff. Overtime costs are not included in this cost estimate.
- Trial exhibits can vary greatly in cost based on size and media. Cost for an actual trial exhibit prepared in the past was used for costing purposes only (2' x 3' color blowup of aerial map, laminated on exhibit board with acetate cover).

5.1.1 Metadata Extraction

Draft, interim and final deliverables, 100% quality checked and correct will be provided. Issues and problems will be brought to EPA's attention within two business hours of identification.

5.1.2 Privilege Logs

The logs will be created from electronic documents, up to 10 boxes or the equivalent of 10 x 2500 pages of documents (25,000 total pages).

5.1.3 Vaughn Logs

In order for Toeroek to perform the batch uploads, EPA will need to provide Toeroek with all the accesses to databases needed.

Toeroek will attend three meetings with EPA of one hour each.

5.2.1 Internal Electronic Production

No costs are included for the CD/DVDs. EPA will provides this media.

5.2.2 External Electronic Production

No costs are included for the CD/DVDs. EPA will provides this media.

5.3 Serve Process, Including subpoenas-Civil

No costs are included for this task.